



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

November 22, 2019

MR. DELL DELL  
DEPT MR 83224  
411A HIGHLAND AVENUE  
SOMERVILLE, MA 02144

FOIPA Request No.: 1452656-000  
Subject: Documents Containing Miscellaneous Terms

Dear Mr. Dell:

In order to protect our ability to assess and collect fees associated with Freedom of Information Act (FOIA) submissions (28 CFR § 16.10), we are requesting that you provide proof-of-identity. We apologize for any inconvenience this may cause but when a component has a reasonable basis to believe that a requester has misrepresented their identity in order to pay outstanding fees, it may require the requester provide proof of identity. This proof must include a notarized copy of an acceptable primary identification, i.e., passport, driver's license, etc. (document must have full name and date of birth). Additionally, please provide the information requested below, if it is not included on your primary identification, before signing and dating this letter. Until received, the FBI will not take any action on your requests. Once completed, please return it to the FBI per the instructions provided.

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Under penalty of perjury, I hereby declare that I am the person named above and I understand that any falsification of this statement is punishable under the provisions of Title 18 U.S.C. § 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years, or both; and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of Title 5 U.S.C. § 552a (i)(3), as a misdemeanor and by a fine of not more than \$5,000. **The signature must be legible.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fax this request and proof-of-identity to the Work Process Unit at (540) 868-4997, or mail to 170 Marcel Drive, Winchester, VA 22602. If we do not receive a response from you within 30 days from the date of this letter, your open requests will be closed and no new requests will be recognized by this office.

You may file an appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Sixth Floor, 441 G Street, NW, Washington, D.C. 20001, or you may submit an appeal through OIP's FOIA online portal by creating an account on the following website: <https://www.foiaonline.gov/foiaonline/action/public/home>. Your appeal must be postmarked or electronically transmitted within ninety (90) days from the date of this letter in order to be considered timely. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." Please cite the FOIPA Request Number assigned to your request so it may be easily identified.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hardy", with a stylized flourish at the end.

David M. Hardy  
Section Chief  
Record/Information  
Dissemination Section  
Records Management Division